

CABY IRWMP PLANNING GRANT PROPOSAL

BUDGET INTRODUCTION

This introduction includes five sections, all of them conveyed in tabular form: a budget overview; an explanation of overall assumptions used to develop the budget; labor and expenses associated with Task 2, Stakeholder Involvement and Coordination; in-kind contributions (for meetings associated with Task 2 only); and detailed description of each match source.

In association with the attached spreadsheets, this section provides a complete and detailed explanation of the proposed CABY IRWMP planning grant budget.

Budget Overview

The total cost of the CABY IRWM Plan preparation is \$947,935.40. The grant request is \$647,593.40. The applicant funding match is \$300,342. The match percentage is approximately 46 percent. Administrative expense is approximately 12 percent.

In general, the tasks with the most importance to the CABY constituencies are also those that have the most match applied: stakeholder involvement and coordination, disadvantaged communities and environmental justice, updating the region description and issues and conflicts, and project development. These topics are at the heart of the CABY way of doing business and represent a set of consensus-based priorities for the region. The match comes from CABY members and stakeholders, a federally funded grant for a priority CABY issue and the consulting team who have a long-time relationship with the organization.

Because the stakeholder/member meetings are where the bulk of the update work will be accomplished these meetings have been aggregated in a single task, rather than spread out within the work plan. CABY has, since its inception, done its work in committee and subcommittee and intends to continue this collaborative approach.

Table 1 presents an overview of the CABY budget. For detailed calculations of cost by task and subtask please refer to the attached spread sheets.

Table 2 presents an overview of the key assumptions on which the budget is based.

Table 3 presents an overview of the expenses associated with the meetings which support the update process.

Table 4 presents an overview of the full meeting strategy associated with the IRWMP update.

Tables 5 - 7 present a detailed overview of the various match sources.

BUDGET TABLE 1
GRANT REQUEST AND BUDGET SUMMARY

Total grant request is less than the maximum, with a 46% match
The project spread sheet presents the projected cost of each task and subtask

Work Plan Task Item	Applicant Funding Match	Grant Request	Total Cost
Administration and Program Management		\$ 81,860.00	\$ 81,860.00
Stakeholder Involvement and Coordination	\$ 192,712	\$ 123,198.00	\$ 315,910.00
Disadvantaged Communities and Environmental Justice	\$ 12,327	\$ 81,030.00	\$ 93,357.00
Update Region Description and Issues & Conflicts	\$ 75,000	\$ 21,270.00	\$ 96,270.00
Resource Management Strategies		\$ 10,340.00	\$ 10,340.00
Land Use Coordination		\$ 40,661.00	\$40,661.00
Local Water Planning		\$ 7,220.00	\$ 7,220.00
Objectives		\$ 13,804.40	\$ 13,804.40
Climate Change		\$ 26,480.00	\$ 26,480.00
Project Development	\$ 9,143	\$ 70,690.00	\$ 79,833.00
Plan and Project Performance		\$ 7,620.00	\$ 7,620.00
Data Management		\$ 44,260.00	\$ 44,260.00
Finance		\$ 11,180.00	\$ 11,180.00
Impacts and Benefits		\$ 3,060.00	\$ 3,060.00
Technical Analysis		\$ 4,240.00	\$ 4,240.00
Regional and Interregional Coordination	\$ 11,160	\$ 25,220.00	\$ 36,380.00
IRWMP Preparation		\$ 75,460.00	\$ 75,460.00
Totals	\$ 300,343.00	\$ 647,593.40	\$ 947,935.40

BUDGET TABLE 2
OVERALL BUDGET ASSUMPTIONS, BY TASK

ABBREVIATIONS USED IN BUDGET		GENERAL ASSUMPTIONS	
PM = Project Manager DPM = Deputy Project Manager EJ = EJ Community Coordinator PA = Project Assistant WP = Word Processing Web = IT subconsultant GG = graphics and/or GIS subconsultant GF = graphic facilitation subconsultant SRWP = Sacramento River Watershed Program PC = Regional Water Management Group (MOU-based organization) CABY-RWMG = Non-Profit Organization MC = Management Committee (CABY-RWMG) CC = Coordinating Committee (MOU-based organization) TAC = Technical Advisory Committee		<ul style="list-style-type: none">▪ Project timeline is 18 months▪ Main office will remain in Auburn, CA▪ Match will be charged at \$60/hr (based on median hourly rate survey of PC and stakeholders’ professional and pre-retirement salaries, or organization/agency average hourly rate)▪ All expenses are estimated at actual cost with no administrative mark-up▪ Travel time and mileage costs are included in each task as needed (from organizational headquarters only) NOTE: Tasks for which there are no assumptions (i.e., hours are simply to complete the task) are not shown in this table. Please refer to the work plan for details regarding the task activities.	
TASK		ASSUMPTION	
1 Administration and Program Management			
1.1 DWR contract oversight	All oversight will be a match by the PC/RWMG and MC CABY RWMG will provide general oversight MC will perform primary oversight See Table 3 below for a total of in-kind match by committee		
1.2 DWR reporting and invoicing	Monthly invoicing (18 x 4 hrs @ = 72 hrs PM , 18 x 8 hrs@ = 144 hrs PA)		
1.3 Develop, negotiate, and administer subcontracts	7 contracts x 2 hrs to prepare = 14 hrs for PM 2 hrs per mo to administrate per sub-consultant x 7 x 18 = 252 hrs for PM PM will provide technical support		

1.4 Update formal match tracking system	PM directs – 1 hr PA updates and distributes all forms and creates internal system for tracking signed attendance logs and transferring data from sheets into accounting
1.5 Consolidate CABY files from 2008 through 2010	Gather files (paper and electronic) – drive to EID Update electronic and paper filing systems and inventory contents Create paper and electronic directory of materials
2 Stakeholder Involvement and Coordination	
<i>See table below with assumptions for the meetings associated with this task – both match and direct costs.</i>	
3 Disadvantaged Community and Environmental Justice	
3.2 Establish Environmental Justice program (Hispanic and tribal outreach)	PM will identify and contract with EJ Community Coordinator; Joint design of outreach strategy, presentations to MC and RWMG for concurrence on strategy, graphics to support outreach (handouts, posters, etc) PM will remain as primary Tribal contact
3.3 Implement Environmental Justice program (Hispanic and tribal outreach)	Stipends for participants (must be authorized by MC and accounted for via invoice and receipt system) = \$5,000 EJ will meet throughout region based on program task Meeting supplies accounted for in Task 2 assumptions Mileage (tribal and EJ): 2,000 (.\$50@) = \$1,000 Printing (tribal and EJ): 1000 copies @ .07 = \$70 Total expenses = \$1070 Total cost \$ 6,070
3.5 Implement rural disadvantaged community outreach program	Stipends for participants (must be authorized by MC and accounted for via invoice and receipt system) = \$5,000 Meeting supplies accounted for in Task 2 assumptions Mileage (based on average mileage of DAC outreach in 2008 – 2010 for collaboration, project development, project site visits, etc): 7,500 (.\$50@) = \$3,750 Printing (meeting materials, project related materials, etc): 1000 copies @ .07 = \$70 Total cost: \$8,820

4 Update Region Description and Issues & Conflicts	
4.1 Collect and evaluate post-2007 data	<p>Data collected via a mix of phone, email and personal contact</p> <p>Document purchase (\$250)</p> <p>CD purchase accounted for in Task 2 meeting expense</p> <p>Total cost = \$250</p>
4.3 Integrate new data into region description	<p>American Rivers has provided a match from a National Fish and Wildlife Foundation-funded project ("Evaluating and Prioritizing Meadow Restoration in the Sierra--funded in mid-2010). The grant is underway and will be completed in sufficient time to integrate the outcomes into the updated IRWMP. The grant addresses mountain meadows (a priority CABY issue) and will result in the prioritization of mountain meadows within the region. This will be an important update to the regional description. The total grant amount is \$157,000 – CABY will use \$75,000 of this total as a match on this project. The contract for the grant will be released to DWR upon negotiation of the agreement.</p>
6 Land Use Coordination	
6.1 Convene regional conference	<p>Room rental = \$500</p> <p>Printing of hand outs and colored graphics</p> <p>Display boards (6, b&w, 24x36 @ \$4.50 @ = \$27; 6 color, 24x36 @ \$50@ = \$300; 6, b&w, 36x38 @ \$9 = \$54), 6 color, 36x48 @ \$90 = \$540.</p> <p>Total Display Boards = \$921</p> <p>Printing of packets and handouts (100 attendees x 1 packet @, x 20 pages of materials and handouts @\$.07 per page), plus miscellaneous materials = \$200</p> <p>Total expenses : Miscellaneous supplies: Meeting supply budget for Task 2 will be utilized to supplement this task – if there are not sufficient funds to accommodate this project within the Task 2 meeting supply budget then the CABY MOU-based group will contribute the needed supplies as a uncounted match (i.e. will not account for it or include it in the match total)</p> <p>Total expense cost: \$1,621</p> <p>Attendance by CABY water agency staff and board, land use agency staff and board, CABY members, members of the public will be tracked at the meeting.</p>

7	Local Water Planning	
	7.1 Gather, evaluate, and integrate applicable plans	Meetings to support this task were not included in the Task 2 meetings and are considered additional to the public outreach and coordination meetings
8	Objectives	
<i>The activities shown in the budget are those which are not related to meetings already shown in Task .2</i>		
	8.3 Convene watershed work groups	<p>Printing to support activities – 4 watersheds = 4 subcommittees x 4 meetings each = 16 meetings of materials @ 12 people per meeting x 10 pages per mtg @ .07 per copy = <i>Total printing costs for all meetings \$134.40</i></p> <p>Mileage = 16 meeting X average miles (assuming Nevada City, Placerville and Auburn as meeting sites = Nevada City x 4 trips x 60 miles RT = 240 miles @ \$.50 per = \$120 total mileage cost, Placerville x 4 trips x 50 miles RT= 200 miles @ \$.50 = \$100 total mileage cost, Auburn x 4 trips x 10 miles RT = 40 miles @ \$.50 = \$20 total mileage cost. <i>Total mileage cost for all meetings = \$ 240</i></p> <p>Total expense cost: \$374.40</p> <p>Consultant will contribute travel time without tracking it as a match – no match claimed or tracked</p>
9	Climate Change	<i>The activities shown in the budget are those which are not related to meetings already shown in Task 2</i>
	9.3 Develop and implement modeling strategy	Assumes continued collaboration with UC San Diego staff
	9.6 Collaboration with DWR climate change specialists on CABY WEAP model	Mileage to West Sacramento to meet with DWR climate change specialists (60 miles RT x 8 trips = \$480)
10	Project Development	
	10.4 Project development program	<p>Mileage based on mileage totals from previous activities 2008 – 2010, the mileage involved with meeting with sponsors and performing site visits and 40 hours of Project Development time for DAC only will be a consultant match (40 hrs @ \$165 = \$6,600)</p> <p>All project development-related travel time will be tracked and documented as a consultant match</p>

12 Data Management	
12.1 Ongoing data collection and SWIM update	Data collection from Task 4.1 will support this activity. However, uploading of the data will be accomplished by the SRWP staff.
12.2 Update CABY Website	Costs reflect training activities for CABY members and staff.
16 Regional and Interregional Coordination	
16.1 Sacramento River Funding Area Coordination	Total of six meetings, assume two as conference call and four at varying locations across the region. Mileage and travel time will be donated by consultant as a non-tracked, undocumented match.
16.2 Sierra Water Work Group Participation	Maximum total of six meetings, assume four are conference calls and two are located in-region. Mileage and travel time will be donated by consultant as a non-tracked, undocumented match.
16.3 Strategic Plan for Mercury	Sierra Fund, a CABY member, will attend meetings for this program. They have identified a \$10,000 match to cover their costs. Timing of the inter-regional grant application for this project precluded gathering appropriate match documentation. In addition, match will only be required if this inter-regional planning grant proposal is funded. If the program is funded, the \$10,000 match by CABY will be documented at that time.
16.4 Issue-specific coordination with adjacent IRWMPs	Task will require a mix of phone calls and in-region, as well as out-of-region, meetings. As with the previous tasks, mileage and travel time will be donated by consultant as a non-tracked, undocumented match. See description of activities in work plan.
17 IRWMP Preparation	
17.2 Prepare IRWMP document	<p>Based on demand for IRWMP document between original publication and 2010, the PC expects to have document available as hard copy (150 copies, 150 CDs, electronic posting as PDF on web), costs of CDs already shown in overall meeting Task 2 assumptions.</p> <p>Printing costs of 350 page document double sided with 11x17 graphics, 5 – 10 color pages and coil bound estimated by reprographics to be +/- \$ 40 @ x 150 = \$6,000)</p>

BUDGET TABLE 3
LABOR AND DIRECT EXPENSES ASSOCIATED WITH TASK 2
(STAKEHOLDER INVOLVEMENT AND COORDINATION)

Lead Consultant Meeting Costs (Labor and Expenses)

Labor: 275 hours of meetings (see Table 4 below for detail)	Overall tasks include: Agenda preparation and developing materials, facilitation at meetings, prepare meeting summaries, post summaries to web and distribute via email, follow-up on meeting action items, meeting logistics (room, copying, etc)	
Staff	Tasks	Assumptions
PM	Lead facilitator, attends all meetings, coordinates transfer of information (data, key discussion points, continuity of issue resolution, integration content between committees, TACs and work groups	Attends all RWMG, MC, CC, Watershed Work Group, TAC and issue-specific work group meetings
DPM	Support, attends key meetings only, integrates meeting outcomes with section preparation which will be ongoing (Tasks 3 – 16)	
PA	Meeting logistics (meeting room, copying, web posting, inputs and distributes meeting summary notes)	
EJ	Provides input at key meetings and assists in translating meeting outcomes and key support materials into Spanish	Attends all RWMG(x5) and selected TAC and subcommittee meetings

Task 2 –Lead Consultant’s Meeting Expenses

Supplies:

Flip sheets (\$40 per 2-pk x 40 = **\$1600**), marking pens (\$8 @ set x 4 = **\$32**), name tags (\$60 per 400 x 2 as not all meetings require the tags = **\$120**), name tents (box of 50@ \$22 x 3 = **\$66**), easels (\$60 x 2 = **\$120**), poster bond roll paper (\$30 @ x 4 = **\$120**), CD purchase for entire project (to cover all data transport, provision of data to committees and TACs, distribution of interim documents and distribution of final IRWMP assumed to be roughly 500 CDs (@ \$15 per 50 = **\$150**), purchase of flash drives to support document transfer and preparation (16GB @ \$25x 6 @ = **\$150**)

Projector for PowerPoint presentations= (**\$600**)

Postage = **\$100**

Print cartridges (based on 2007 – 2010 yearly average (color and b&w) = **\$600**

Copying (based on 2007 – 2010 average yearly = **\$ 1,500** for meeting only (IRWMP is separate expense)

Meeting match : ***Meeting Room:*** 92 meetings x \$100= \$9,200 total (50% match by local organizations = **\$4,600**)

Mileage: assumes majority of meetings in Auburn, Placerville, and Nevada City (EJ and DAC mileage are accounted for under those tasks).

Mileage: 2,500 @ \$.50 = **\$1,250**

Total Expense = **\$11, 858**

BUDGET TABLE 4
TOTAL NUMBER OF IN-KIND MEETING CONTRIBUTIONS RELATED TO TASK 2
TOTAL OF MEETING MATCH – LABOR AND EXPENSES

LABOR MATCH							
Meeting Entity	# of Meetings	Hours per meeting	Total hours of meetings	# of Attendees	Total Meeting Hours	Average Hourly Rate	Total
RWMG/PC	5	6	30	35	1050	\$64.00	\$67,200
RWMG Board	9	3	27	8	216	\$64.00	\$13,824
Management Committee	18	3	54	6	324	\$64.00	\$20,736
Coordinating Committee	9	3	27	6	162	\$64.00	\$10,368
Watershed Groups	16	2	32	12	384	\$64.00	\$24,576
TAC/Sub-committee	10	3	30	6	180	\$64.00	\$11,520
Work Groups	25	3	75	8	600	\$64.00	\$38,400
Labor Totals	92		275	81	2916	\$64.00	\$179,712
Expense Totals							4,600
Total in-kind match by CABY members and stakeholders							\$ 183,912
Meeting Room: 92 meetings x \$100= \$9,200 total (50% match by local organizations = \$4,600)							
Library contribution of Internet access- CABY information stations – calculated when libraries are designated (Unknown)							

**BUDGET TABLE 5
TOTAL MATCH**

Task Description	Project Manager	Deputy Project Manager	Project Assistant	Sierra Fund Merc	CABY Members	Total Match Hours	Total Match Labor	Direct Match Expenses	Total Match
Hourly Rate	\$165	\$110	\$40	\$75	\$50				
2 Stakeholder Involvement and Coordination									
	40	20			2808	2868			
Match Expenses	0	0	0	0					
Total Hours	40	20	0	0	2808	2868			
Hourly Rate	\$165	\$110	\$40	\$75	\$50				
Total for task	\$6,600	\$2,200	\$0	\$0	\$140,400	2868	\$149,200	\$4,200.00	\$153,400
3 Disadvantaged Communities and Environmental Justice									
3.3 Implement Environmental Justice program (Hispanic and tribal outreach)	20		24			44			
3.5 Implement rural disadvantaged community outreach program	20		24			44			
Match Expenses (mileage)								\$3,807.00	
Total Hours	40	0	48	0	0	88			
Hourly rate	\$165	\$110	\$40	\$75					
Total for task	\$6,600	\$0	\$1,920	\$0	\$0	88	\$8,520	\$3,807.00	\$12,327
4 Region Description and Issues and Conflicts									
4.3 Integrate new data into region description (mountain meadows)									

Task Description	Project Manager	Deputy Project Manager	Project Assistant	Sierra Fund Merc	CABY Members	Total Match Hours	Total Match Labor	Direct Match Expenses	Total Match
American Rivers/NFWF Match Total					\$75,000		\$75,000		\$75,000
10 Project Development									
All travel time for project development will be tracked and donated by consultant									
10.4 Project Development Program (DAC only)	40		16						
Match Expenses (mileage)								\$1,903.50	
Total Hours	40	0	16	0	0	56			
Hourly Rate	\$165	\$110	\$40	\$75	\$50				
Total for task	\$6,600	\$0	\$640	\$0	\$0	56	\$7,240	\$1,903.50	\$9,144
16 Regional and Interregional Coordination									
16.3 Strategic Plan for Mercury	4			140					
Match Expenses								\$0.00	
Total Hours	4	0	0	140		144			
Hourly Rate	\$165	\$110	\$40	\$75					
Total for task	\$660	\$0	\$0	\$10,500	\$0	144	\$11,160	\$0.00	\$11,160
							\$251,120	\$9,910.50	\$261,031 ¹

¹ Rounded number

BUDGET TABLE 6 CONSULTANT MATCH - DAC OUTREACH 40 hours direct meeting time + travel time				
Assumption: Number of meetings x number of hours x hourly rate = the match (10x4 hrsx165= \$6,600)				
Mileage from organization headquarters = all DAC mileage and travel time for the donated week				
		Travel Time	Mileage	
Alleghany - 4 hours RT, 122 mi RT		4	122	
Washington - 3 hrs RT, 120 mi RT		3	120	
Placerville - 2 hrs RT, 50 mi RT		2	50	
Colfax - 1 hr RT, 40 mi RT		1	40	
North Auburn -.5 hr RT, 10 mi RT		0.5	10	
	Total	10.5	342	
		\$165.00	\$0.50	
		\$1,732.50	\$171.00	\$1,903.50

BUDGET TABLE 6 CONSULTANT MATCH - PROJECT DEVELOPMENT (DAC ONLY) 40 hours direct meeting time + travel time				
Assumption: Number of meetings x number of hours x hourly rate = the match (10x4 hrsx165= \$6,600)				
Mileage from organization headquarters = all DAC mileage and travel time for the donated week				
		Travel Time	Mileage	
Alleghany - 4 hours RT, 122 mi RT		4	122	
Washington - 3 hrs RT, 120 mi RT		3	120	
Placerville - 2 hrs RT, 50 mi RT		2	50	
Colfax - 1 hr RT, 40 mi RT		1	40	
North Auburn -.5 hr RT, 10 mi RT		0.5	10	
	Total	10.5	342	
		\$165.00	\$0.50	
		\$1,732.50	\$171.00	\$1,903.50

BUDGET TABLE 7							
MEMBER MATCH (MEETINGS)							
Meeting Entity	# of Meetings	Hrs per meeting	Total hrs of mtgs	# of Attendees	Total Meeting Hours	Average Hourly Rate	Total
RWMG	5	6	30	35	1050	\$50.00	\$52,500.00
Management Group	9	3	27	6	162	\$50.00	\$8,100.00
CC	18	3	54	8	432	\$50.00	\$21,600.00
Watershed Groups	16	2	32	12	384	\$50.00	\$19,200.00
TAC/Sub-committee	10	3	30	6	180	\$50.00	\$9,000.00
Work Groups	25	3	75	8	600	\$50.00	\$30,000.00
Totals	83		248	75	2808	\$50.00	\$140,400.00
					meeting room costs		\$4,200.00
							\$144,600.00

CABY IRWMP PLANNING GRANT BUDGET SUMMARY				
Task No.	Task	Total Funds Requested	Total Match Funds	Total Project Cost
1	Administration and Program Management	81,860.00		81,860.00
2	Stakeholder Involvement and Coordination	123,198.00	192,712.00	315,910.00
3	Disadvantaged Community and Environmental Justice	81,030.00	12,327.00	93,357.00
4	Update Region Description and Issues & Conflicts	21,270.00	75,000.00	96,270.00
5	Resource Management Strategies	10,340.00		10,340.00
6	Land Use Coordination	40,661.00		40,661.00
7	Local Water Planning	7,220.00		7,220.00
8	Objectives	13,804.40		13,804.40
9	Climate Change	26,480.00		26,480.00
10	Project Development	70,690.00	9,143.00	79,833.00
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14	Impacts and Benefits	3,060.00		3,060.00
15	Technical Analysis	4,240.00		4,240.00
16	Regional and Interregional Coordination	25,220.00	11,160.00	36,380.00
17	IRWMP Preparation	75,460.00		75,460.00
Totals		647,593.40	300,342.00	947,935.40